



A Special Meeting of the
Brian Head Town Council
Town Hall Council Chambers
56 N. Hwy 143, Brian Head, UT 84719
TUESDAY, MARCH 29, 2011 @ 1:00 PM

AGENDA

- A. CALL TO ORDER** **1:00 PM**
- B. PLEDGE OF ALLEGIANCE**
- C. DISCLOSURES**
- D. AGENDA TOPICS:**
- 1. REQUEST FOR PROPOSALS DISCUSSION / APPROVAL FOR THE ARCHITECTS and/or DESIGN BUILD PROCESS TO BEGIN FOR THE PUBLIC SAFETY BUILDING AND DISCUSSION OF THE BUILDING SIZE AND AREA BASED ON THE NEEDS ASSESSMENT.** Bryce Haderlie, Town Manager. The Council will consider the approval for the Request for Proposal to start the advertising for Architects for the Public Safety Building project and discuss building area and needs for current and future use. This item was tabled from the March 22, 2011 Council meeting.
- E. CLOSED SESSION OF THE TOWN COUNCIL** – To discuss the character, professional competence, or physical or mental health of an individual
- F. ADJOURNMENT**

Dated the 25th Day of March, 2011

Available to Board Members as per Resolution No. 347 authorizes public bodies, including the Town, to establish written procedures governing the calling and holding of electronic meetings at which one or more members of the Council may participate by means of a telephonic or telecommunications conference. In compliance with the Americans with Disabilities Act, persons needing auxiliary communications aids and services for this meeting should call Brian Head Town Hall @ (435) 677-2029 at least three days in advance of the meeting.

CERTIFICATE OF POSTING

I hereby certify that I have posted copies of this agenda in three public and conspicuous places within the Town Limits of Brian Head; to wit, Town Hall, Post Office and The Mall on this 25th day of March 2011 and have posted such copy on the Utah Meeting Notice Website and have caused a copy of this notice to be delivered to the Daily Spectrum, a newspaper of general circulation.

Nancy Leigh, Town Clerk

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Brian Head Town Council
Town Hall Council Chambers
56 N. Hwy 143, Brian Head, UT 84719
TUESDAY, MARCH 29, 2011 @ 1:00 PM

Roll Call:**Members Present:**

Mayor H. C. Deutschlander
Council Member Stewart Fausett
Council Member Hans Schwob
Council Member Linda Ames
Council Member Jim Ortler

Staff Present:

Bryce Haderlie, Town Manager
Nancy Leigh, Town Clerk
Gary Bulloch, Public Safety Director

A. CALL TO ORDER

Mayor Deutschlander called the special meeting of the Brian Head Town Council to order at 1:00 p.m.

B. PLEDGE OF ALLEGIANCE

Mayor Deutschlander led the Council and others in the Pledge of Allegiance.

C. DISCLOSURES

There were no conflicts of interest with today's agenda items. Mayor Deutschlander stated that the disclosure statements are on file at the Recorder's office and are available for public inspection during normal business hours.

D. AGENDA TOPICS:

- 1. REQUEST FOR PROPOSALS DISCUSSION / APPROVAL FOR THE ARCHITECTS and/or DESIGN BUILD PROCESS TO BEGIN FOR THE PUBLIC SAFETY BUILDING AND DISCUSSION OF THE BUILDING SIZE AND AREA BASED ON THE NEEDS ASSESSMENT.** A request for approval for the Request for Proposal to start the advertising for Architects for the Public Safety Building project and discuss building area and needs for current and future use. This item was tabled from the March 22, 2011 Council meeting.

Mayor Deutschlander reported the town has received an acceptance letter from the Community Impact Board (CIB) (see attached letter). Mayor Deutschlander explained the Brian Head Municipal Building Authority has received an approval for a \$2,553,000 loan at a 2.5% interest rate for a public safety building.

Council Member expressed his concern regarding the town going through the process of starting the construction process without receiving the response from the registered voters and believes the town will proceed with the process no matter what the public wants. Council Member Schwob went on to state that he is a representative of the voters and will vote the way the public wants him to go.

Mayor Deutschlander stated that a decision will be made on April 26, 2011 by the Council regarding whether the public safety building will start construction or not. Council has directed staff to start the noticing period due to the short time frame if the town chooses to start construction by June 1, 2011. Bryce Haderlie, Town Manager, then presented a power point presentation on the advantage of a design build concept vs. a traditional build project.

The Council held discussion on the following items:

1. Council Member Ortler stated the town is taking steps in order to save time in the event the town will proceed with the project.

2. The town/MBA has not yet accepted the loan at this time and until the town accepts the loan from CIB, the Council has the option to not proceed with the project.
3. Council Member Schwob requested this be clarified to the public.

The Council then reviewed the proposed Request for Proposals/Qualifications (see attached) with the following changes/comments:

1. Legal will review the RFP once Council has made their changes and/or comments to the RFP.
2. The RFP should be opened publically and a date identified of when they are to be opened.
3. Proposals will be due April 18, 2011 by 1:00 p.m. and the bids will be opened publically on April 19, 2011.
4. Whether requesting a presentation by the bidders at the April 26, 2011 Council Meeting would give them sufficient time to prepare a presentation.
5. Page 3, 4th line down referring to a due date classification as "non-responsive". Consensus of the Council: identify "will not" instead of "shall not"
6. Page 4, 4th line from the bottom. Change the word "below" to "above" as it refers to the answers that are listed "above".
7. Page 3, 3rd line down: "by the following date" change to "follow the date listed above".
8. Paragraph G: Change to: provide for a total project cost including a fee for general overhead and profit and to include a list of items for overhead and fees.
9. Discussion was held regarding Paragraph J6, in giving the bidder the incentive to identify savings for the town. Kim Campbell, Architect, explained the contractor that is used will give a breakdown on the project and could negotiate with the subcontractor if the town was involved in the selection and prices of items for the project which would benefit the town.
10. Page 7, paragraph K; Delete the word "distribution" change to read: "identify in your proposal any possible savings".
11. Staff will remove redundancies from the RFP.
12. Page 8: Proposed construction state date would be June, 2011 and a completion date would be summer of 2011. The sentence will be deleted after "summer, 2011".
13. Discussion on whether the town should impose a penalty for delays.
14. Page 9, item #12: Change to read: "other reports as required in the contract". The committee will establish the need for either weekly/monthly/quarterly reports.
15. The evaluation sheet for the contractor and architect was then discussed with the following changes/comments:
 - a. Combine #2 and #3 for a total of 10 points.
 - b. Combine #4 and #5 for a total of 10 points.
 - c. Proposed costs/proposed savings to 10 points instead of 20 points.
 - d. A total score of 110 points.

Staff will incorporate the changes Council has identified above and will advertise in the newspaper. The needs assessment and drawings will also be included for the contractor/architect who are interested in submitting a request.

The Council then held discussion on the size of the building along with the engineering and concept of the building. Items that were discussed are as follows:

1. Whether a conference room to hold 100 to 150 people in a class room style with tables should be identified.
2. The elevator has been eliminated from the plans.
3. The conference room area should be accessible to the front door and kitchen area.
4. The roof was designed to hold the snow on the roof.
5. Clayton Calloway, business owner, suggested the Council throw out the drawings and allow the contractor/architect to come up with their own which could combine some of the ideas that have been presented.
6. A contractor/architect that has knowledge of the area would be an asset in creating a project that would handle the harsh environment of Brian Head.
7. Council Member Ortler stated that a mandatory meeting should be held in order to clarify that the proposed plans are not solidified as of yet.

Staff will begin the advertising process for the RFP.

Mayor Deutschland recessed the Council meeting for a ten minute break at 2:20 p.m. The special meeting of the Town Council was reconvened at 2:30 p.m.

E. CLOSED SESSION OF THE TOWN COUNCIL – To discuss the character, professional competence, or physical or mental health of an individual

Motion: Council Member Fausett moved to enter into closed session to discuss the character, professional competence, or physical or mental health of an individual. Council Member Ortler seconded the motion.
Action: **Motion carried 5-0-0, roll call vote (Summary: Yes = 5 Vote: Yes:** Mayor Deutschlander, Council Member Schwob, Council Member Fausett, Council Member Ortler, Council Member Ames).

The regular meeting of the Brian Head Town Council was recessed at 2:24 p.m.

Motion: Council Member Ortler moved to adjourn the closed session and reconvene the regular meeting of the Town Council. Council Member Schwob seconded the motion.
Action: **Motion carried 5-0-0 (Summary: Yes = 5 Vote: Yes:** Mayor Deutschlander, Council Member Schwob, Council Member Fausett, Council Member Ortler, Council Member Ames).

The regular meeting of the Brian Head Town Council was reconvened at 4:28 p.m.

F. ADJOURNMENT

Motion: Council Member Ortler moved to adjourn the regular meeting of the Town Council. Council Member Schwob seconded the motion.
Action: **Motion carried 5-0-0 (Summary: Yes = 5 Vote: Yes:** Mayor Deutschlander, Council Member Schwob, Council Member Fausett, Council Member Ortler, Council Member Ames).

The regular meeting of the Brian Head Town Council was adjourned at 4:29 p.m. for March 29, 2011.

April 26, 2011
Date Approved

Nancy Leigh, Town Clerk/Recorder